

**MANUAL FORMAT/UPDATE**

The *Bureau of Local Roads and Streets Manual* is intended to provide current design and environment policies and procedures for use in developing local agency highway projects. To ensure that the *Manual* remains up to date and appropriately reflects changes in IDOT's needs and applicable requirements, its contents will be updated on an ongoing basis.

Central BLRS will be responsible for evaluating changes in the highway design and environmental literature (e.g., the issuance of new research publications, revisions to Federal regulations) and will ensure that those changes are appropriately addressed through the issuance of revisions to the *Manual*. As changes in policies, procedures, directives, and/or criteria occur between the issuance dates for new editions of the *Manual*, these changes will be distributed via Procedure Memorandums. When a page is revised, it will have revision marks in the outside margin indicating where the change occurred; furthermore, the page's section will indicate the latest issuance date for that section in the upper outside corner of each page.

In addition, it is important that users of the *Manual* inform BLRS of any inconsistencies, errors, need for clarification, or new ideas to support the goal of providing the best and most up-to-date information practical. Attached is a form entitled *BLRS Manual Comments and/or Corrections* (see page iii) for use in submitting any comments and/or suggestions.

At regular intervals, a new edition of the entire *Manual* will be issued. The user should retain and refer to the interim memorandums when using the *Manual* until such time as they are superseded or incorporated into an updated edition of the *Manual*.

This 2005 Edition of the *Bureau of Local Roads and Streets Manual*, dated April 2005, replaces the *IDOT Federal-aid Procedures for Local Highway Improvements Manual* and the *Manual of Administrative Policies of the Bureau of Local Roads and Streets*.